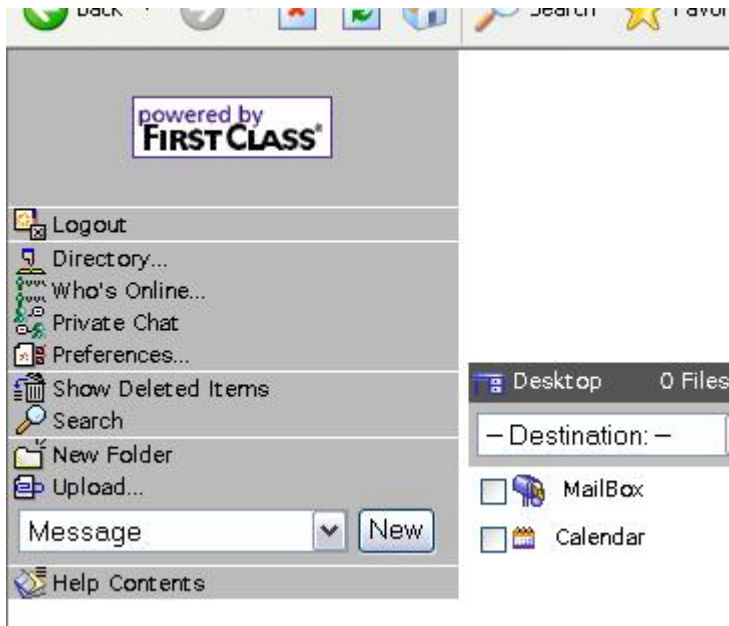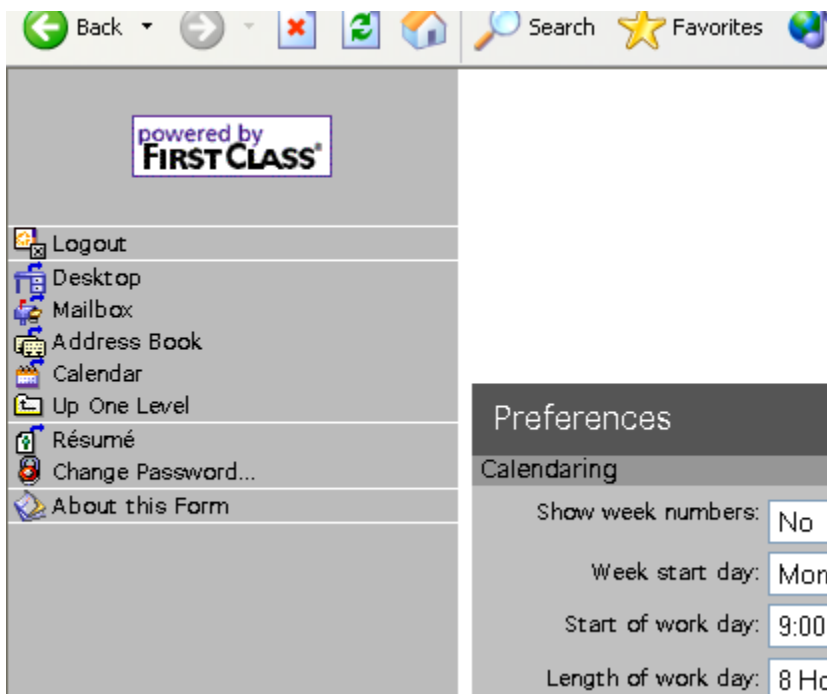# FirstClass Change Password Instructions

After you login the first thing you should do is change your password. If you believe your password has been compromised you should change it immediately. To do this from the desktop click preferences in the left side tool bar.

On the next screen click change password in the left side tool bar.

On the next screen you will have to type your old password and your new password twice. The new password must be at least eight characters in length and be a mixture of letters and at least one number. It cannot be longer than twelve characters. Click save when done.